

# CWDA Quick Guide – Employee https://cwda.manpower.usmc.mil

### **Accessing CWDA**

- 1. Insert your CAC into the smart card reader.
- 2. Go to https://cwda.manpower.usmc.mil.
- 3. You will be prompted to "Choose a digital certificate." Select one of your valid certificates and click **OK** button.
- 4. Enter your PIN, click **OK** button.
- 5. Read the information on the Warning page, and then click the **Enter CWDA** button to continue.

### Requesting a New CWDA User Account

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- 5. Click the **Enter CWDA** button to continue.
- 6. On the Create a New CWDA Account page, select Sex, enter Date of Birth, Phone Number (optional), and Email Address.
- 7. Click the **Request CWDA Account** button.
- 8. **Go to CWDA Home Page** button to access CWDA.

If you are a new non-civilian Marine user, the Help Desk will contact you upon approval or disapproval of your account request.

### **Using the Career Roadmaps**

The **Career Roadmaps** menu option allows users to view or download an Adobe Portable Document Format (PDF) file of specific career paths.

- 1. Select **Career Roadmaps** from the **Development** main menu options to display the Career Roadmaps page.
- 2. Use the **Search** or **Sort** functions to locate a career roadmap associated with a specific job series or filter the list to those associated with specific parameters (e.g., COI).
- 3. If a career roadmap is available, click the PDF icon to view or download the Adobe PDF file.

### **Using the Course Competency Catalog**

The Course Competency Catalog is a directory of training courses and their associated competencies.

- 1. Select **Course Competency Catalog** from the **Development** main menu options. The Course Competency Catalog page displays which lists specific details about each of the courses.
- 2. Use the **Search** and **Sort** functions to locate the course(s) for which you would like to view additional details. Use the **Export CSV** button to export the entire Course Competency Catalog or the portion of the catalog associated with the results of your search.
- 3. Click on the hyperlinked **Course Name** to view the Course Details page.

### **Help/Contact Info**

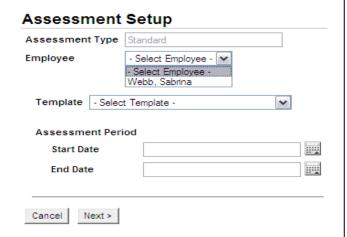
CWDA Helpdesk 703-784-9030 cwda.helpdesk@usmc.mil MPC-30 Manpower & Reserve Affairs 3280 Russell Road



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## **Employee Conducting a Standard Assessment**

- 1. Select **Assessments** from the **Development** menu options.
- Select Standard from the Assessment Type drop down menu and click the Create New Assessment button.



Note: If you are not assigned to a supervisor, you will not be able to initiate a standard assessment.

- 3. Select your name from the **Employee** drop down list associated with the **Employee** field. If you are not a supervisor, only your name will be available. If you are a supervisor, you will have the ability to initiate a standard assessment for yourself as well as one for your employees.
- 4. The assessment template associated with your current job assignment displays.
- 5. Specify the **Start Date** and **End Date** for the **Assessment Period**. Enter dates manually using the following format (DD-Mon-YYYY) or select dates using the **Calendar** icon.
- 6. Click **Next** to continue to display the Assessment Details page.
- 7. Rate each competency by selecting the **Proficiency Level** that most accurately describes your/employee's level of expertise.

## **Employee Conducting a Standard Assessment Instructions (cont).**

- 8. Use the text box associated with the **Comments** field to enter additional information to support the ratings given on this assessment.
- 9. Click **Submit** if you have completed entering your ratings.

### **Employee Gap Analysis**

All CWDA employees will have access to this menu option. It allows you to assess your competency gaps from your standard assessment.

- 1. Select **Competencies** from the **Reports** main menu options, followed by **My Competency Gap Analysis** from the **Competencies** submenu options. The My
  Competency Gap Analysis page displays.
- 2. Use the **Search** and **Sort** functions to locate and select the assessment you wish to use to assess your competency gaps.
- 3. Click on the Pencil icon next to the assessment you wish to use to assess your competency gaps. The My Competency Gap Analysis Details page displays.





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### **Assigning Employees to Supervisors**

- 1. Supervisors should choose the **Select Employees** submenu option from the **Admin** menu to display the Select Employees page displays.
- 2. Use the checkboxes to the left of the employee names presented in the table that displays to select your employee(s). Multiple selections can be made.
  - a. Use the **Next** or > to navigate to the next page if multiple pages of employee names display.
  - b. To filter the results, enter text in the search window above the table and click on the **Search** button.
- 3. Click the **Add Selected Employees** button. The My Employees frame on your homepage will be updated to reflect the changes made. The affected employees will receive a notification advising them you are their new supervisor.
- 4. Click on the **Trashcan** icon found in the **Remove** column to disassociate employees who are currently assigned to you.

  Note: The employees shown in this table are those employees in *your* assigned unit location that already have user accounts. If any of your employees do not display, please have them sign-up for a new user account.

## Participating as a Supervisor in a Standard Assessment

- 1. Review the assessment using the link provided in the PENDING notification associated with your peer's development assessment or navigate to it by selecting **Assessments** from the **Development** menu options.
- 2. Go to the "Assessments as a Participant" frame.



- 3. Click on the **Pencil** icon associated with the assessment for which to review and/or provide ratings.
- 4. Rate the employee on each competency by selecting the Proficiency Level you believe most accurately describes his/her level of expertise.
- 5. Use the text box associated with the **Comments** field to enter additional information to support the ratings given on this assessment.
- 6. Click **Finish** if you have completed entering your ratings.

### **Supervisor Gap Analysis**

- 1. Select **Competencies** from the **Reports** main menu options, followed by **Employee Competency Gap Analysis** from the **Competencies** submenu options. The Employee Competency Gap Analysis page displays.
- 2. Select the employee whose individual competency gaps you wish to assess. Use the **Search** or **Sort** function to locate your employee.
- 3. Use the **Search** and **Sort** functions to locate and select the standard assessment you wish to use to assess your employee's competency gaps.

Note: Standard assessment proficiency ratings are compared to the COI benchmarks. Leadership assessment proficiency ratings are compared to the benchmark associated with the leadership continuum.